

# Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TRG Weekly Summary Report

DATE: 29 May 1953

1. The Director of Training proposed to the CIA Career Service Board that it review and approve a statement of training policies related to the Agency's Career Service Program in order that the function of training might be exercised more directly as an integral part of the career service in the Agency. The policies were concerned with: individual qualifications requisite to training, and selection of individuals by the DCI upon recommendation of the CIA Career Service Board for training in the development of high-level executive, policy, and planning skills. For all other types of training, either inside the Agency or at external facilities, selection will be made by the Director of Training.

The statement was approved by the Career Service Board with the following modifications: (1) policies to be limited to training at non-CIA facilities, (2) training to be provided normally, but not exclusively, to career employees, (3) requests for training, including the Department of Defense schools and colleges, must have the endorsement of the Office Head or Staff Chief in order to be considered by the Director of Training, and (4) Utilization of personnel within the Agency upon completion of training to be determined prior to training.

2. At the request of the PM Staff a program of on-the-desk training has been established for specially qualified and assessed Junior Officer Trainees over an approximately one-year period. The course has been carefully outlined by the PM Staff and will include extensive selected readings, indoctrination in the activities of each division, screening of current intelligence publications and cables, debriefings of personnel, and assigned projects. All activities will be directly supervised by an officer assigned to this task.

3. Fifty-one employees will attend the graduate program on the USSR at the School of Advanced International Studies (21 June - 21 August). About forty will be full-time students taking the equivalent of about fourteen credit hours.

4. OO/C has asked OTR to consider feasibility of surveying its field offices with a view to recommending comprehensive, long-range training programs. An initial pilot survey will be made of the [redacted] office during July. It is hoped that techniques may be developed that can be used in surveying not only other OO/C field offices but also any component of the Agency in Headquarters or abroad.

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5. Arrangements have been completed for conduct within the Agency of a three-months course of intensive, introductory Japanese. This is the first step in a two-year program of Japanese language and area study. Five students are enrolled. This stage has been made possible through the cooperation of Chief, FDD, and [ ] who will instruct the class.

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6. On 1 June the Office of Training will begin a four-weeks intermediate course designed to meet the requirements of OSI analysts. The program of the course has been developed by representatives of the Office of Training in consultation with OSI. The members of the school staff and qualified specialists from OSI and TSS will participate.

7. The Language Services Division of the Office of Training has been requested by the EE Division of DDP to supply training materials in the [ ] language for use by personnel stationed in [ ]

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8. Arrangements are being finalized with OSI and ORR for the development of external Russian training programs to be conducted at [ ] This program is to begin 15 June and is designed to meet the increasing requirements for this language placed on the Office of Training by other components of the Agency.

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9. As of 29 May 1953, 312 CIA personnel are enrolled in TRG courses, and 262 in external training courses, making a total of 574 in courses sponsored by the Office of Training (General).



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cc: TRG Staff and Division Chiefs

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